

AFI 35-101 Public Website Evaluation

URL:
Date:
POC:
Evaluator:
Contact info:

Notes:

Pass	Fail	
		Presumptions: Website meets all security standards as outlined in AFI 33-129. Site does not serve a specific military or government audience. Site is within the PUBLIC af.mil domain. No other domains are authorized.
		The website should not contain any classifications or markings such as "Approved for Public."
		Website should not contain any of the following: <ul style="list-style-type: none"> -- Classified records -- Internal Personnel Rules & Procedures -- Other statutes -- Confidential commercial information -- Inter and intra agency records -- Invasion of personal privacy (Privacy Act) -- Investigative records -- Financial records -- Geological/geophysical information
		Are there errors generated by restricted pages such as "Access Denied" or "Forbidden"? The public redirection from restricted sites should be as friendly and transparent as possible.
		General content. Most of the following items should be available on this website: <ul style="list-style-type: none"> -- Electronic Freedom of Information Act Reading Room Material. This includes frequently requested material released as part of the unit's FOIA program. -- Base or unit fact sheet -- general history, organization and economic impact of that particular base or installation. -- Links to key leaders. Biographies must not reveal names, addresses or other identifying material of family members of U.S. Air Force employees or members. -- Links to associated weapon systems. Fact sheets contain basic information on weapons systems. -- News Releases. Locally generated that have been cleared for general public viewing. -- Standard publications and forms. -- Links to subordinate sites. -- Links to higher headquarters sites.

Pass	Fail	
		External links. Should include links that consider needs of personnel and their families, mission-related needs, public communication and community relations objectives. Also: <ul style="list-style-type: none"> -- Should support the organization's mission -- No product endorsements or preferential treatment -- No payments accepted in exchange for link placement -- Should not encourage users to choose specific browser -- Only text links should be used to direct users to download sites -- Frames will not be continued if links exist to sites outside the purview of the unit's site and authority -- If linking to authorized activities (AAFES, etc) that contain advertising, the appropriate disclaimer will be given. See AFI35-101, section 18.6.2.10 -- The appropriate disclaimer for external links will be displayed when linking to external links.
		Site does not link to restricted sites.
		A point of contact is available on each page.
		The site provides a feedback or request for further information mechanism (e-mail or form).
		"Current as of" date is provided whenever possible.
		Site does not link to inappropriate or offensive sites.
		No references are posted to public sites related to: <ul style="list-style-type: none"> -- Movement of military assets or personnel -- The location of units, installations or personnel where uncertainty is an element of security of a military plan, program or personnel.
		Personal information protected by the Privacy Act is not be posted.
		Copyrighted material. Only used with written permission from the owner. This includes, but not limited to, computer software, sequences of code and instructions.
		There are no trademarks or logos posted.
		No inactive or broken links.
		"Under Construction" notices should not be used. Only complete, functional pages are authorized.
		Appearance of web should be professional. Subordinate pages should be recognizable as part of the overall site.
		Web pages loads quickly and are not hampered by large graphics. Relative to 28.8k connection (avg. dial up). Index page is under 50k total.
		Graphics, animations and sound files should be purposeful and not detract from the overall quality of the web. Use of FLASH technology is not recommended. ALT tags are used on ALL graphics.
		The navigation system is simple, intuitive and consistent throughout site. If a graphic navigation, a text version is available.
		The design is attractive, modern and presents material in a consistent manner.
		All graphics have "ALT" tags describing specifically what the image is or does.
		Web-based message boards, threaded chat rooms and guest books are not used (prohibited as part of public website services.)
		All necessary disclaimers are provided.
		The site meets Bobbie level 1 compliance? (Ref. Section 508 standards) To check, go to: www.cast.org/bobby/

Section 508 of the Disabilities Act of 1973
WEB SITE STANDARDS
Compliance date is 1 June 01

Visit: www.section508.gov/ for more information

§ 1194.22 Web-based Intranet and Internet information and applications

- (a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).
- (b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.
- (c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.
- (d) Documents shall be organized so they are readable without requiring an associated style sheet.
- (e) Redundant text links shall be provided for each active region of a server-side image map.
- (f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.
- (g) Row and column headers shall be identified for data tables.
- (h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.
- (i) Frames shall be titled with text that facilitates frame identification and navigation.
- (j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.
- (k) A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.
- (l) When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology.
- (m) When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).
- (n) When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.
- (o) A method shall be provided that permits users to skip repetitive navigation links.